

101	2,000	Total	910
26	1,000	Business	700
75	1,000	Personal	210

Business									
Order	IAP Goal #	Due Date	Description	Top 5 Priority	Est. Hrs	Points to Complete	% Complete	Actual Points	
	2.1		REF Forum 1 meeting Thursday	1	8	200	0%	0	
	2.1		Finalize EC for Thursday meeting	2	6	200	100%	200	
	2.2		Help Michael complete FE	3	2	200	100%	200	
	1.4		Make 30 calls a week for prospecting and post to Zoho	10	8	200	50%	100	
	1.3		Complete Blog on Time Management	5	2	100	75%	75	

1	Create Income	Strategy
1.1		Research Prospect Companies
1.2		Get new business
1.3		Build awareness of REF Dallas
1.4		Find and Pitch new clients
1.5		Get out to meet people
2	Maintain	Strategy
2.1		REF Forums & BIG NETWORK
2.2		One-on-Ones w Members
2	Help Others	Strategy
2.1		Volunteer at Dallas Regional Chamber
2.2		Volunteer with Charities - Ring of Hope in Q1
2.3		Meet with people who need help
2.4		Support others efforts online

Goals for Q1 2014

- ADD TWO NEW MEMBERS
- Fill pipeline for 2014 prospecting
- Find other short-term income sources

Insert as many rows as needed above									
Order	IAP Goal #	Due Date	Daily Business Items	Hrs. / Time	Est. Hrs	Points to Complete	Points / Time	Actual Points	Times / Week
		Weekly	Weekly TOP 5 / Time Planning on Calendar each	1	1	20	20	25	1
		Daily	Keep up with emails	1	5	20	4	25	5
		Daily	Social Media for REF; blog 2x/week, keep up w SM daily	1	5	20	4	25	5
		Daily	Track Expenses and client billings	0.5	2.5	20	4	25	5
		Daily	Pray for clients and contacts	0.25	1.25	20	4	25	5
End of Business Items									

Personal									
HUNT			Robert Hunt Personal			Week of 6-Jan-14			
Order	IAP Goal #	Due Date	Description	Top 5 Priority	Est. Hrs	Points to Complete	% Complete	Actual Points	
			Read One Year Bible w James each day	1	7	200	40%	80	
			Paint James room	3	8	100	0%	0	
			Family						
			Kathy - Dinner Friday night	2	3	100	0%	0	
			Lauren - write a letter to her	3	1	100	0%	0	
			James - Father Son night Sunday	4	3	100	0%	0	
			ME						
			DFW AMA Meet & Greet Thursday night	5	3	100	0%	0	
			Care for me						
			Ride Bike once a week - or workout twice	5	6	100	50%	50	
			Read a book for two hours alone		2	100	50%	50	
			Sleep 6 hours a day		42	100	30%	30	

Top 5 Planning Steps

- Copy prior week Top 5 to new Top 5 sheet for new week.
- Score prior week's Top 5 and post to SurveyMonkey.
- Forward or delete items not completed.
- Review Client Project Plans
- Review trimester IAP goals
- Review Outlook:
 - Appointments for the week
 - Past due tasks
 - Newly assigned tasks (e.g. Committee Action Items)
 - Significant follow-ups
- Build Top 5 items using guidelines.
- Update Outlook Tasks for the week.

Weekly Time Tracking

- Maintain Tasks daily.
- Post completed tasks to SharePoint weekly

Top 5 / Time Planning Guidelines

1. Items on Top 5 should account for 80%- 90% of your available time.
 - 1) Consider adding items for "React to" time (clients, your coach)
2. Ensure that "big rocks" are accounted for: (Quadrant I & II)
 - 1) USL Code "200" time (ACE, ICE, Surveys)
 - 2) USL IAP goals
 - 3) Personal IAP goals
3. Ensure that USL daily/weekly responsibilities are accounted for
4. If it's Quad III or IV, it shouldn't be on your Top 5
5. Assigning priorities:
 - 1) Must accomplish (preferably within your control)
 - 2) High impact (but can move back)
 - 3) Moderate impact
 - 4) Low impact
 - 5) Low impact
6. Priority considerations:
 - 1) All "200" time should have some priority assignment; most will be 1 or 2
 - 2) Other items with billings impact should have high priority (1 or 2)
 - 3) Personnel related work should not be lower than "moderate" priority
7. Other Task and Calendar considerations:
 - 1) If it has a priority it should become an Outlook task
 - 2) Pre-assign USL code information
 - 3) Allocate time on your calendar for non-meeting high priority items
8. Scoring considerations:
 - 1) 100%= task fully accomplished
 - 2) 75%= task significantly complete will complete next week
 - 3) 50%= partially complete, client cancelled/postponed event
 - 4) 25%= started and continuing next week
 - 5) 0% or blank = no activity

	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none"> -crises -pressing problems -deadline-driven projects, meetings, preparations 	<ul style="list-style-type: none"> -preparation -prevention -values clarification -planning -relationship building -true recreation -empowerment
NOT IMPORTANT	<ul style="list-style-type: none"> -interruptions, some phone calls -some mail, some reports -some meetings -many proximate, pressing matters -many popular activities 	<ul style="list-style-type: none"> -trivia, busy work -some phone calls -time wasters -"escape" activities -irrelevant mail -excessive TV